

**GOVERNOR'S OFFICE OF CRIMINAL JUSTICE PLANNING (OCJP)  
DOMESTIC VIOLENCE ASSISTANCE PROGRAM (DVAP)  
REQUEST FOR APPLICATIONS (RFA)**

**PART II - PROGRAMMATIC INSTRUCTIONS**

**A. APPLICATION DUE DATE**

Instructions for submitting applications are provided in Part I(F) of this RFA. Applications may be submitted by mail or in person.

Applications submitted by mail must be **postmarked by July 28, 2000**.

Applications delivered in person must be **received before 5:00 p.m. August 1, 2000**. All Applications delivered in person will be time stamped by OCJP.

**B. CONTACT INFORMATION**

These Programmatic Instructions are to be used with the General Instructions Section. If there are any questions regarding this RFA, please contact your Program Specialist or the Domestic Violence Branch at (916) 327-3672.

**C. ELIGIBILITY CRITERIA**

The 70 currently funded DVAP projects are eligible to receive funding.

Grantees which are a Community Based Organization (CBO) must be an active California nonprofit corporation in good standing. It is the grantee's responsibility to file a yearly Statement of Officers form *with the Secretary of State*. Grantees are also responsible for filing the following documents annually:

- IRS Form 990; and
- State of California, Franchise Tax Board Form 199; or
- State of California, Board of Charitable Trusts Form CT2.

*The Application Appendix must include a copy of the most recently filed version of one of the above forms.* If an extension of any of these tax forms has been required, applicants must submit a copy of the extension request and a copy of the prior year's tax form(s). The project is also responsible for keeping copies of these forms on file at the administrative office and having the tax forms available for review by OCJP upon request.

**D. FUNDING CYCLE AND DURATION**

Projects must budget funds for 12 months. The grant period will begin on October 1, 2000 and end on September 30, 2001.

**1. Source of Funds**

Grant funds available through this RFA emanate from the Statewide Domestic Violence

Assistance Program (SDVAP), the federal Victims of Crime Act (VOCA), the federal Health and Human Services (HHS) Family Violence Prevention and Services Act, and the federal Violence Against Women Act (VAWA) - Services Training Officers Prosecution (STOP) Program.

## **2. Allocation of Funds**

The amount of funds available for each project is listed on the FY 2000/01 DVAP Funding Chart at the end of these Programmatic Instructions. The funding sources and all match requirement amounts are listed on this chart for each DV project.

Please note that before the application is put into grant award agreement there may be an increase or decrease in the grant and/or match amount depending upon fund availability.

## **3. Use of Funds**

### **a. State General Funds – SDVAP**

- A cash and/or in-kind match is required to equal ten percent of the funds requested.
- Reimbursement is allowed for direct service and administrative costs.

### **b. Federal Funds - VOCA**

- A cash and/or in-kind match is required to equal 20 percent of the total project cost. Projects receiving VOCA funds must maintain records which clearly show the source, the amount, and period during which the match was expended.
- VOCA regulations prohibit the use of these funds for indirect costs. When a project is funded with a combination of VOCA, SDVAP and/or HHS funds, indirect costs must be computed using the rate specified in the General Instructions, but must be paid with the other fund source(s).
- Reimbursement is allowed only for direct service.
- Recent modifications to the VOCA regulations allow these funds to be used for community and school presentations when a primary purpose of the presentation is to identify crime victims and provide, or refer the victims to, needed services. Costs related to conducting the presentations (e.g., materials, brochures and newspaper notices) can be supported with VOCA funds.

### **c. Federal Funds - HHS Family Violence Prevention and Services Act (ACT)**

- Reimbursement is allowed for direct service and administrative costs.
- A cash and/or in-kind match is required to equal 20 percent of the funds requested.
- A cash match must include a minimum of 25 percent from private sources and may not include federal funds.
- Funded projects are required to develop procedures to assure confidentiality of records pertaining to persons receiving assistance.
- There is a reporting requirement for victims of family violence and their dependents who are homeless or institutionalized as a result of the violence and abuse experienced.

- The address or location of any shelter facility assisted (funded) under the ACT must not be made public, except with written authorization of the person or persons responsible for the operation of such shelter.
- Funded projects must comply with the requirements of the Pro-Children Act of 1994 (Act). The Act requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan or loan guarantee.

**d. Violence Against Women Act (VAWA) - Services Training Officers Prosecution (STOP) Program**

- There is no match required for these VAWA program funds.
- STOP is one of the many programs contained within the VAWA. The purpose of the STOP Program is to assist State and local governments to develop and strengthen effective law enforcement and prosecution strategies to combat violence against women, and to develop and strengthen victim services in cases involving violent crimes against women, including sexual assault, domestic violence, stalking and elder abuse.
- STOP funds have been allocated to domestic violence programs specifically to enhance the counseling services for battered mothers and their children (DVAP - Objective 9). The types of services which may be supported with these funds include: initial assessment; short term counseling for children; art/play/sand tray therapy; family counseling (mother and children combined); materials required to facilitate this work (includes playroom materials); and, qualified staff to perform these services. Playground equipment is not an allowable use of VAWA funds.

**E. PROGRAM INFORMATION**

The purpose of this RFA is to continue funding the 70 eligible DVAP projects.

The DVAP Program Guidelines November 1997 have not been revised in the past year. These program guidelines set forth the programmatic and administrative requirements for the DVAP program and are not included in this RFA package.

**F. PROJECT NARRATIVE**

**1. Problem Statement**

A problem statement is not required for this application.

**2. Plan**

Objectives and activities must be updated for FY 2000/01. The specific wording for the *thirteen (13)* mandatory objectives is provided in this section. The following thirteen (13) objectives and activities are requirements established by legislative mandate as referenced in the DVAP Program Guidelines. The specific wording for the optional objective (#14) is also provided in this section. Use a separate page to describe the activities for each objective. On the bottom of the page complete the Service Goal information for each objective.

**IF ANY OF THE FOURTEEN OBJECTIVES LISTED BELOW REMAIN UNCHANGED FROM LAST YEAR (FY 1999/00), PROJECTS MAY PHOTOCOPY WHAT WAS PREVIOUSLY SUBMITTED AND INCLUDE IT IN THIS RFA. PLEASE IDENTIFY ALL UNCHANGED OBJECTIVE PAGES WITH THE WORD “COPY” IN THE UPPER RIGHT HAND CORNER.**

**OBJECTIVE 1: To maintain a 24-hour crisis hotline.**

**a. Management Procedures**

Describe how DV victims calls are handled: provide a detailed description of procedures employed to provide 24-hour crisis intervention and assistance (i.e., 2:00 a.m. call vs. 10:00 a.m. call); how the crisis hotline is staffed and what supervision is provided; what backup procedures are utilized; and what quality control measures are in place. Discuss documentation procedures.

Hot Line Number (s): (    ) \_\_\_\_\_.

**b. Service Goal**

Number of DV calls to be handled by the DVAP project crisis hotline during the grant year. \_\_\_\_\_

**OBJECTIVE 2: To provide counseling to adult DV victims.**

**a. Management Procedures**

Describe individual and peer group counseling provided to DV victims; the staff responsible for their direct service provision; supervision staff; and the location(s) where counseling takes place. If DV victims are referred outside the project to receive individual counseling, discuss the referral systems with other service providers; the required current operational agreements the project has with the service providers; the referral process; and, why referrals are necessary. Discuss documentation procedures.

**b. Service Goal**

1. Number of DV victims who will receive individual counseling during the grant year by the DV project. \_\_\_\_\_
2. Number of DV victims who will be referred outside the DV project to receive individual counseling . \_\_\_\_\_
3. Number of DV victims who will receive peer group counseling during the grant year by the DV project. \_\_\_\_\_

**OBJECTIVE 3: To maintain a business center which is open during routine business hours Monday through Friday and accessible to DV victims not in need of shelter.**

**a. Management Procedures**

Describe the business center: the services provided there; how it is staffed; and specify office hours. If the business center has a walk-in location during business hours describe how coverage is provided during lunch time and staff meetings. If the address of the business center is confidential, discuss the arrangements that have been made to provide an interim location until the client can get to the business center or shelter. Discuss documentation procedures.

**b. Service Goal**

Number of DV victims to be served at the business center by the DV project during the grant year. \_\_\_\_\_

**OBJECTIVE 4: To provide emergency shelter services to DV victims and their children.**

**a. Management Procedures**

Describe how 24-hour emergency shelter services are provided. Discuss the client screening process and eligibility requirements. Provide a brief description of the shelter facility, and services provided there. Discuss staff coverage of the shelter, and specify the average length of stay. Specify if "interim shelter" is ever provided in motels/hotels or non DV shelters; and what circumstances would require this to occur. Discuss policies regarding the sheltering of children/dependents of DV victims. Describe children's services provided (describe children's counseling under Objective 9), system of schooling while in the shelter, and protocol for reporting suspected child abuse. Discuss documentation procedures.

**b. Service Goal**

1. Number of DV victims to be sheltered by the DV project during the grant year.  
\_\_\_\_\_
2. Number of DV victims' children to be sheltered by the DV project during the grant year. \_\_\_\_\_
3. Person shelter days (bed nights) provided by the DV project during the grant year.  
\_\_\_\_\_

**OBJECTIVE 5: To provide emergency food and clothing for DV victims and their children.**

**a. Management Procedures**

Describe how food and clothing are provided to DV victims and their children while in the shelter, and what arrangements are made for DV victims and their children not in need of shelter. If DV victims are referred outside the project to receive emergency food and clothing, discuss the referral systems with other service providers and the required current operational agreements the project has with the service providers. Discuss documentation procedures.

**b. Service Goal**

1. Number of DV victims and their children to receive emergency food and clothing by the DV project during the grant year. \_\_\_\_\_
2. Number of DV victims and their children to be referred outside the DV project for emergency food and clothing during the grant year. \_\_\_\_\_

**OBJECTIVE 6: To provide emergency response to calls from law enforcement on a 24-hour basis.**

**a. Management Procedures**

Describe the project's relationship with law enforcement (LE) agencies in the service area. Discuss how referrals are made by LE agencies: how these referrals are handled; and what follow-up occurs. Discuss documentation procedures.

**b. Service Goal**

Number of DV victims to be served by the DV project as a result of referrals received from LE agencies during the grant period. \_\_\_\_\_

**OBJECTIVE 7: To provide 24-hour response to DV victims in hospital emergency rooms.**

**a. Management Procedures**

Describe the project's procedures for responding to referrals from hospital emergency rooms (ERs). Specify if the hospital ERs have established protocols for handling DV victims and for making referrals to appropriate DV services. Describe the project's role in the establishment of the protocols and how the project participates in maintenance of an appropriate response to, and treatment of, DV victims. Discuss documentation procedures.

**b. Service Goal**

Number of DV victims to be served by the DV project as a result of hospital ER referrals. \_\_\_\_\_

**OBJECTIVE 8: To provide DV victims with emergency transportation to the shelter or other safe locations on a 24-hour basis.**

**a. Management Procedures**

Discuss the applicant's policies regarding the provision of emergency transportation on a 24-hour basis. Describe how emergency transportation is provided to ensure DV victims are transported to a safe location. Discuss documentation procedures.

**b. Service Goal**

Number of DV victims to be provided emergency transportation by the DV project to the shelter or other safe location. \_\_\_\_\_

**OBJECTIVE 9: To provide counseling to the children of DV victims.**

**a. Management Procedures**

Discuss how counseling is provided to the children of DV victims and how the counseling is goal oriented, topic focused, and age appropriate. Describe the qualifications of the staff providing the counseling and the staff supervision. If the children of DV victims are referred outside the project to receive counseling, discuss the referral systems with other counseling service providers and the required current

operational agreements the project has with these providers. Discuss documentation procedures.

**b. Service Goal**

1. Number of children of DV victims who will receive counseling by the DV project during the grant year. \_\_\_\_\_
2. Number of children of DV victims who will be referred outside the DV project for counseling during the grant year. \_\_\_\_\_

**OBJECTIVE 10: To provide court and social service advocacy for DV victims.**

**a. Management Procedures**

Describe the project's policy regarding advocacy. Describe how court and social service advocacy is provided for DV victims and which DV project staff are responsible for providing this service. Discuss documentation procedures.

**b. Service Goal**

Number of DV victims who will be provided court and social service advocacy services by the DV project during the grant year. \_\_\_\_\_

**OBJECTIVE 11: To provide legal assistance with temporary restraining orders (TROs) and other protective and/or custody orders for DV victims.**

**a. Management Procedures**

Describe how legal assistance is provided by the DV project, specifically how DV victims are assisted in obtaining TROs and other protective and/or custody orders. Discuss the qualifications of project staff providing the legal assistance and the supervision received by staff. If DV victims are referred outside the project to receive legal assistance, discuss the referral systems with legal service providers and the required current operational agreements the project has with these providers. Discuss documentation procedures.

**b. Service Goal**

1. Number of DV victims to receive legal assistance with TROs and other protective and/or custody orders by the DV project during the grant year. \_\_\_\_\_
2. Number of DV victims to be referred outside the DV project to receive legal assistance with TROs and other protective and/or custody orders during the grant year. \_\_\_\_\_

**OBJECTIVE 12: To establish, maintain, and participate in the local community service network to ensure appropriate response to DV victims needs.**

**a. Management Procedures**

Discuss the project's involvement in the local DV council. Describe the local community social service network. Discuss the DV project's involvement and role in the network. Specify types of agencies network and the services they provide. Discuss the project's involvement in the local DV council. Discuss when and how DV victims are referred to agencies outside the DV project for assistance. Discuss documentation procedures.

**b. Service Goal**

Number of DV victims referred to local community agencies for assistance by the DV project during the grant year. \_\_\_\_\_

**OBJECTIVE 13: To provide household establishment assistance to DV victims.**

**a. Management Procedures**

Describe how the project provides assistance to DV victims attempting to establish new residence (this includes moving to transitional housing programs). Discuss community support in this effort. Discuss documentation procedures.

**b. Service Goal**

Number of DV victims to receive household establishment assistance by the project during the grant year. \_\_\_\_\_

**OPTIONAL OBJECTIVE 14: To provide transitional housing assistance to DV victims.**

**a. Management Procedures**

Provide a detailed description of procedures employed to assist DV victims moving to a transitional housing program and the staff responsible for the direct service provision. Describe the transitional housing program in detail to include intake procedures, length of stay, description of the support groups, educational and employment assistance, and other services provided. If the project does not have a transitional housing component discuss the referral procedures with transitional housing providers. Discuss documentation procedures.

**b. Service Goal**

Number of DV victims to receive transitional housing assistance by the DV project during the grant year. \_\_\_\_\_

Number of DV victims to be referred outside the DV project to receive transitional housing assistance during the grant year. \_\_\_\_\_

**3. Implementation**

**a. Organizational Chart**

The Application Appendix must contain a **current** organizational chart. It must show the relationships between the governing body, the organization, the project, the project staff and the project volunteers. Position titles listed on the organizational chart must match with those listed on the actual budget pages of this RFA.

**b. Operational Agreements**

Operational Agreements demonstrate a formal system of networking and coordination between other agencies and the project. Operational Agreements must: (1) describe plans for coordination of services; (2) identify who provides which services; (3)



specify what those services are; (4) describe the methods to assure quality of services; (5) describe the plan for cross training and cross referring; (6) be effective for the current grant year (October 1, 2000 - September 30, 2001); and (7) be signed and dated by both parties. If the applicant is dependent on other community resources in order to meet mandated objectives #2, #5, #9, and/or #11, Operational Agreements are needed to document the working relationship between agencies. A Sample Operational Agreement is included in Part III - Application Forms.

**Do not submit Operational Agreements with this application.** Instead, complete the Operational Agreement Summary Form (Part III - Application Forms) and include it in the Application Appendix. List those agencies, organizations and individuals in the applicants service area with whom the project has Operation Agreements for FY 2000/01 and the length of those agreements. Projects may submit Operational Agreements that are effective from one to three years. *Original* Operational Agreements with agencies in the following disciplines must be on file at the project by October 1, 2000 and be available for review upon a Site or Monitoring visit.

- Local law enforcement agencies
- Prosecutor's Offices
- Victim/Witness Assistance Programs
- Other DV Centers in any overlapping service areas
- Children's Protective Services
- Hospital(s)/medical treatment facilities and local school(s)

**PLEASE NOTE:** Projects dependent on their community resources in order to meet mandated objectives #2, #5, #9, and/or #11, must have operational agreements to document the working relationship.

- c. Legislatively Mandated Domestic Violence Staff/Volunteer Training Plan  
Applicants must include a copy of their most recent 40-hour domestic violence training agenda in the Application Appendix. The 40-hour training agenda must show, at a minimum, the topics to be covered, the number of hours devoted to each topic, the identification of the staff person who is responsible for the coordination of the training, and the background and experience of the trainers. Applicants should review the copy of the evidence code provisions included in the appendices of the DVAP Program Guidelines for the requirements of the 40-hour training for DV counselors. **If the Training Agenda remains unchanged from last year's agenda (FY 1999/00), please mark the page "COPY" in the upper right hand corner.**

- d. Project Narrative

Applicants must include a copy of their most recent 40-hour domestic violence training agenda in the Application Appendix. The 40-hour training agenda must show, at a minimum, the topics to be covered, the number of hours devoted to each topic, the identification of the staff person who is responsible for the coordination of the training, and the background and experience of the trainers. Applicants should review the copy of the evidence code provisions included in the appendices of the DVAP Program Guidelines for the requirements of the 40-hour training for DV counselors. **If the Training Agenda remains unchanged from last year's agenda (FY 1999/00), please mark the page "COPY" in the upper right hand corner.**

## **G. SPECIFIC BUDGET INSTRUCTIONS**

**NOTE: These instructions are in addition to those stated in the Standard Instructions, Part I, Section H, of this RFA.**

Victim service applicants may budget up to five percent of the total project cost for victim related emergencies. If emergency funds are budgeted, applicants selected for funding will be required to complete and submit the Emergency Fund Procedures form in the Application Appendix.

## **1. Domestic Violence Budget Pages**

Applicant must submit their budget on the budget pages included in Part III - Application Forms. Line items that are supported by State, HHS, VOCA and VAWA must be reflected in the appropriate column on the budget pages. These pages require that the funding source and amount of funds be identified for each line-item. The sum of the total of all sources of funding (State, HHS, VOCA, and/or VAWA) should be reflected in the TOTAL column at the end of each of the budget category pages. The Total for each funding source column must match the amounts listed for your project on the Domestic Violence Assistance Program Funding Chart included as Attachment A at the end of these Programmatic Instruction.

### **Each budget line item must provide:**

- the method of calculation;
- adequate justification for each expense;
- for project staff, the percentage of their time allocated to this grant and a brief description of their duties; and
- for consultants/sub-contractors, the number of hours to be paid, rate of pay, description of duties and the service/product to be produced.

Omission of this information will result in the delay in processing the Application into grant award agreement and subsequent reimbursement for FY 1999/00 project costs.

## **H. APPLICATION APPENDIX**

The Application Appendix provides additional information required to support the components of the grant application. The Application Appendix must include the following:

- Documentation of Nonprofit Status
- Organizational Chart
- Operational Agreement Summary Form
- 40-hour Domestic Violence Training Agenda
- Emergency Fund Procedures Form (if applicable)